

MEMORANDUM FOR: Colonel White

1. The 15 February date for occupancy of the 1717 H Street building seems like a long way off. This date, however, was predicated on the following carefully prepared estimates:

a. Floor layouts to be available during the week ending 13 January.

b. Partitioning, to be done by the owner of the building, will require approximately two weeks. This estimate is on the basis that a week per floor was required in partitioning for AEC.

c. Installation of phones, electrical outlets, etc., to be done by PBS and the telephone company, will require two weeks. This estimate is based on information furnished by PBS and the telephone company.

d. Partitioning and the work in connection with phones and other installations, can not be done at the same time because of non-union and union labor and the possibility of a walk out by union labor. This is based on past experience.

e. An additional few days needed to allow for failure of the owners, PBS, and the telephone company to maintain their schedule.

2. The work necessary for the Management Staff occupancy is, of course, small in comparison with the work necessary for the Office of Operations occupancy, and if this were done first, Management Staff could be moved in within a few weeks. This, however, was not contemplated because:

a. Occupancy by even a small unit would result in the \$4.00 per sq. ft. occupancy rate rather than the \$2.75 per sq. ft. It was estimated that this would cost approximately \$5,000.

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b. Occupancy by a small unit would require guards, receptionists, transportation, etc., which would be an additional cost to the Agency.

c. The necessary work to get the balance of the space ready for occupancy would result in noise, dirt, and other inconveniences to occupants.

d. Occupancy by the small unit would require that all workmen check in and out, and would restrict their movements. This would slow down the work and delay the larger moves.

3. For the above reasons, and in particular a. and d., it is suggested that Management Staff not be moved until the partitioning and certain of the more noisy and dirty work is completed, but that Management Staff be the first unit to be moved into the building. In the meantime, everything possible is being done to accelerate the work and to move up the date of occupancy.



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